

## STATE FINANCIAL MARKETPLACE COMPLIANCE CERTIFICATION FORM

Department Name	Lead Analyst and Phone Number	
Project Title	Purchase Order Number and/or Projected Issue Date	
Approximate Contract Dollar Amount	Current Interest Rate*	Approximate Finance or Lease Charges*

I hereby certify the following:

- A. I am the Department Director or designee and have a full understanding that once these assets or this project is financed, there is no termination for convenience of this financing contract;
- B. ☐ This is a delegated procurement and is within this department's delegation, delegation # \_\_\_\_\_; or,  
☐ the Procurement Division of DGS has conducted this procurement;
- C. I have reviewed the Governor's Executive Order D-64-02, regarding the freeze on non-essential General Fund expenditures, and I have determined that this purchase is critical, and is an essential purchase for this department to make at this time (attach the detailed explanation of the essential nature of this purchase);
- D. The purchase described herein is either ☐ an information technology purchase which was conducted in compliance with the relevant delegations, statutes, policies and procedures for information technology (e.g. PCC Section 12100 et seq., SAM Section 5200, etc.); ☐ or a commodity purchase conducted in compliance with the relevant delegations, statutes, policies and procedures for commodities (e.g. PCC Section 10300 et seq, SAM Section 3500, etc.);
- E. Any new or enhanced information technology capabilities are consistent with project justification approved by the appropriate control agencies, which would include, but is not limited to, the Feasibility Study Report (FSR), a Budget Change Proposal (BCP) and any approval letter from an appropriate control agency;
- F. This is a procurement award based on one of the following. Please identify by name the procurement vehicle, solicitation or NCB number, and attach supporting documentation:
- ☐ CMAS Contract                      ☐ Master Agreement (e.g. MRA, MPA, WSCA, Statewide Commodity Contract)  
☐ Non-Competitive Bid (Non-Competitively Bid Contract Justification Form completed and attached)  
☐ Competitive Bid                      ☐ Other (please specify) \_\_\_\_\_

The matters described herein are in compliance with the criteria and procedures identified in Management Memo 02-19 and/or competitive bidding rules. Supporting documentation, which includes but is not limited to the evaluation and selection document, the procurement summary, the ITPP, the purchase estimate, and any exemption request and approval is attached;

- G. This procurement used the model contract Terms and Conditions for the above referenced procurement vehicle, and the standard GS \$Mart or Lease \$Mart terms and conditions. Any variations must be previously approved by DGS. Supporting documentation, which identifies any changes to the standard language and DGS approval, is attached;
- H. This purchase order and/or agreement has been duly authorized, executed and delivered by the State acting through its duly qualified elected or appointed officers or agents in accordance with it's contract type; and
- I. The foregoing statements are true to the best of my knowledge and belief.

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Director

I understand and certify that this is a \_\_\_\_\_ year financing arrangement and that approximately \$\_\_\_\_\_per fiscal year will be required to be set aside out of this department's budget over the next \_\_\_\_\_ fiscal years to complete this financing obligation.

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Budget Officer

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**Department of General Services**

☐ Approved

☐ Denied

☐ Previously approved by DGS Director  
(See Attached)

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SFM Manager ≤ \$500,000; Deputy Director of Procurement > \$500,000

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\*Interest rate is based on the current rate. The rate is tied to comparable term U.S. Treasuries, and it as well as the financing charges will rise and fall with those treasuries if the acceptance of the assets in the contract takes more than 30 days to complete. Any increase by more than 10% of the total interest cost, or any change in the contract amount will require a new form to be completed.